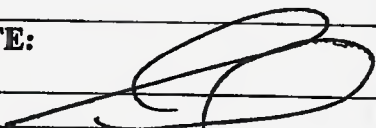


<b>LAS VEGAS POLICE DEPARTMENT</b>	<b>PERSONNEL</b>
<b>SUBJECT:</b> <i>Promotions</i>	<b>NUMBER: PER.7</b>
<b>EFFECTIVE DATE:</b> <i>9 September 2010</i>	<b>REVIEW DATE:</b>
<b>AMENDS/SUPERSEDES:</b>	<b>APPROVED:</b> 
<b>NMMLEPSC STANDARDS:</b> <i>PER.07.01 – PER.07.02</i>	<b>Chief of Police Gary Gold</b>
	<b>NMSA:</b>

**I. PURPOSE:**

The purpose of this policy is to ensure the efficient and effective management of the promotions function by providing administrative guidance that identifies the responsibilities and processes within the uniform and other organizational components of the department.

**II. POLICY:**

It is the policy of the Las Vegas Police Department to manage the promotions function in an effective and efficient manner by coordinating the efforts of uniform and other organizational components as provided in this policy.

**III. APPLICABILITY:**

This policy applies to all commissioned employees of the Las Vegas Police Department

**IV. REFERENCES:**

A. NMMLEPSC PER 07.01-02

**V. DEFINITIONS:**

None

**VI. PROCEDURE:**

- A. When a position for promotion becomes available within the department the vacancy shall be posted in house for five (5) calendar days then it will be posted for an additional five (5) calendar days as per the "Labor Contract". It is encouraged that all qualified personnel apply for the position.**
- B. The requirements for years of service and time in rank for the promotion will be in accordance with the "Labor Contract".**
- C. When a vacancy opens, the interested employee must submit a letter of interest detailing his/her qualifications for the position to the Chief of Police or his designee. Employees must qualify for the position in order to be considered.**
- D. The promotional process as the follows:**
  - 1. Sergeant / Lieutenant**
    - a. 20% Overall evaluation by immediate supervisor through the chain of command. This includes but is not limited to the employees last two years of annual evaluations being averaged.**
    - b. 40% Written examination;**
    - c. 40% Oral Examination**
  - 2. Captains will be at the appointed by Chief of Police. They Captains may be reduced to their prior rank at the discretion of the Chief of Police. This will not constitute a demotion and it is understood by those appointed to the rank of Captain that their increased pay classification will only apply to the term of their assignment and upon return to their previous rank, their pay classification will be reduced accordingly;**
- E. Oral Interview**
  - 1. The Chief of Police will appoint a member of the Department to be involved in the testing and interview process for the Las Vegas Police Department. Human Resources (if available) and at least one other person from outside the department will also participate in the interview process.**
  - 2. The assessors must record applicant's answers on the questions form. Each assessor will give a score as to how the question was answered. A total of all points will be tallied and provided to the Chief of Police for his review.**
  - 3. Each applicant will receive a written notice as to testing dates and upon successful completion of the test, interview times will be advised.**

#### **F. Written Test**

1. The Chief of Police will appoint a member of the Department to administer and grade the written test. The test will be obtained from a reputable source. The results of the test will be forwarded to the Chief of Police for his review.
2. Any specialized testing deemed necessary by the Chief of Police will be conducted by a member of the department who can objectively interpret the testing process.

#### **G. Assessment Center**

1. The Chief of Police can request that an assessment center be given along with the oral interview and written test. The assessment center will be job related involving different areas in law enforcement. If necessary out of town evaluators will be brought in.
2. All elements used in the promotion process shall be job related.

#### **H. Promotional List**

1. Employees will be placed on a promotional list for promotion to Sergeant and Lieutenant based on their total score. If two or more candidates have the same score on combined tests, they will be placed on the list in order of their seniority in accordance with the "Labor Contract".
2. When a vacancy exists, the top three candidates on the promotional list will be considered for promotion.
3. The promotional list will remain in effect for one (1) year.
4. Upon completion of the testing process all applicants will be notified by the Chief of Police or his designee of the applicant's disposition.
5. After all testing processes are completed the candidates can review the results of their tests.
6. The candidate being selected for the promotion will be on probation for a period of one year.

#### **VII. ATTACHMENTS:**

None

Note: See applicable section of the current Contract between the City of Las Vegas and the Las Vegas Police Officer's Association, FOP Lodge #20